



City of Seattle
Seattle Department of Neighborhoods
Stella Chao, Director

March 8, 2010

Call for Landscape Architects / Garden Designers: P-Patch Community Garden Development Design Services Roster

Introduction

The Seattle Department of Neighborhoods P-Patch Community Gardening Program is building a Roster of Landscape Architects/Garden Designers with a focus on providing garden design services for new and expanded P-Patch Community Gardens in neighborhoods throughout Seattle.

Background

The 2008 Parks and Green Spaces Levy provides funding to develop new P-Patch Community Gardens. Seattle Department of Neighborhoods is managing the development of up to 15 new or expanded P-Patch community gardens. The gardens will provide designated spaces that offer P-Patch programming including allotment gardening, market gardening, youth gardening, and food security.

As directed in the levy, P-Patch community garden development will focus on Ballard, Queen Anne, Rainier Valley, and West Seattle neighborhoods. Other priority areas will be included as opportunities arise. Seattle Department of Neighborhoods has identified 21 priority areas for garden development.

Community gardens will be developed on a variety of publicly owned and leased properties in Seattle. Site sizes will range from approximately 4,000sf to 80,000sf. Other site characteristics will also vary.

Projects will be completed by Fall of 2012. Most projects will allow for approximately 3 to 4 months for a community design process through completed drawings. Construction timelines average 4 months.

General Scope of Work

Specific scopes of work will vary and will be developed for each project; though, all projects will have the same general scope:

1. Plan, facilitate and document a community input process. Details of this process will be developed in conjunction with P-Patch Community Gardening Program staff and community leaders and may include:
 - Planning and facilitating community design workshops



- Attending community meetings and events to solicit ideas and input for P-Patch designs
 - Working with Bi-Lingual Outreach consultants and interpreters to engage a diversity of neighbors, including non-English speakers, in the P-Patch design process
 - Youth focused design activities
-
- Creating schematic designs, image boards, and/or other tools to support the community design process
 - Prepare concepts and designs for internal review by various City of Seattle departments
2. Develop and present a final design to the community.
 3. Prepare construction drawings or plans that will be used to build the community garden. The extent and level of detail of final construction documents will vary by project. Requirements may range from concept drawings with additional construction detail for a few key elements to full detail construction plans for the entire site.
 4. Propose a phased construction schedule and a budget estimate to implement the garden design. Proposed construction schedule should provide opportunities for community involvement/participation in the construction process.

Design consultants will use community design processes to create gardens that address the Garden Design Expectations.

Garden Design Expectations

Garden designs and plans will emphasize simplicity and high quality infrastructure and materials that are easy for community volunteers to maintain into the future.

Required Design Considerations

Gardens Are Designed To Be:

- Open space resources to the surrounding neighborhood and the larger community to visit and enjoy;
- Places that encourage community mixing (incomes and ethnicities);
- Culturally and neighborhood appropriate;
- Partly “undone”, providing space for future projects to emerge organically over time by the gardeners themselves;
- Unique to the community;
- Green spaces combined with art aesthetic;
- Places that provide food and shelter for multiple wildlife;
- Safe;
- Built with Reused, Recycled, & Sustainable Materials whenever possible;
- Built with permeable surfaces, whenever possible, minimizing hard infrastructure (i.e. cement);

- Built by both community members and professional contractors, depending on the garden element;
- Welcoming places that foster community cohesion, self-reliance, and innovative ideas
- Educational spaces through hands-on experience and passive education

Required Garden Elements /Features

- Plots for community members, including individuals, families, seniors, school or other groups, to grow safe, culturally appropriate food;
- Community Gathering space;
- Common areas that can be reasonably maintained collectively by community gardeners;
- ADA Accessibility, including raised beds, with seating, and wheelchair access along main path to gathering space, to shed from beds (or alt. storage), compost bin, and water bib;
- Borders that are inviting while defining the area;
- A compost Area;
- Tool storage;
- Giving Gardens (for Food Bank Donation);
- Special Features as appropriate to the site such as: educational signage/kiosks, communication boards, artistic elements, scarecrows, artistic elements, greenhouses, beehives, communal flower areas, children/youth gardens (we encourage the placement of spaces for children/youth to garden as a group), native plant areas, and orchards, etc.

Budget

Design budgets for the P-Patch community garden development projects will vary. Estimated budgets range from approximately \$4,000 to \$10,000. Actual design budgets will be defined on a project-by-project basis.

Consultant Selection

For the Levy-funded P-Patch Community Garden Projects, Seattle Department of Neighborhoods will directly select Garden Design/Landscape Architect consultants from the special P-Patch Community Garden Design/Landscape Architect Professionals Roster via an informal solicitation process. Women and Minority Business Enterprises (WMBE) are strongly encouraged to participate.

For WMBE definitions and information, please visit:

<http://www.seattle.gov/contracting/wmbedefinitions.htm>

P-Patch Community Garden Development Design Services Roster Application Process

Landscape Architects (LAs) and Garden Designers who wish to be included in this special P-Patch Community Garden Development Design Services Roster should demonstrate experience and capability in performing the general scope of work. Interested L.A.s and Designers should provide the specific information detailed below. Submittals shall be limited to a total of twelve

(12) single-sided pages or six (6) double-sided pages including text (minimum 10 pt), graphics, and any cover letter.

Please submit the following information to the Seattle Department of Neighborhoods P-Patch Levy Projects Coordinator by 5:00 p.m. on April 9, 2010.

Laura Raymond
Seattle Department of Neighborhoods
P-Patch Community Gardening Program
P.O. Box 94649
Seattle, WA 98124-4649
Laura.Raymond@Seattle.gov
Tel: (206)615-1787
Fax: (206) 233-5142
Web Page: <http://www.seattle.gov/neighborhoods/ppatch/levy.htm>

I. General Business Information:

Business contact information, including project designer and primary contact person for this project

WMBE status (if applicable)

For WMBE definitions and information, please visit:

<http://www.seattle.gov/contracting/wmbedefinitions.htm>

Federal tax ID number

WA State Business License Number

II. Project History: Identify and describe specific projects performed by the firm. Include the client, the name and contact information for the client's project manager, year completed, and estimated dollar amount of the applicant's work on the project. The description of the work on the project must directly relate to the general scope of work outlined above. Indicate experience working with the City of Seattle or similar municipalities and existing design standards. (10 pts.)

III. Key Personnel: If firm is not a sole proprietorship, applicants may list brief qualifications for up to five key personnel, including relevant projects performed by each of the key personnel listed. These projects may be performed for the applicant firm, or in a previous employment capacity. The description of the work on the project must directly relate to the general scope of work. Sole proprietorship businesses that do not wish to duplicate the Project History should clearly state that the Key Personnel history is the same as for the Project History.

Key Personnel identified in the application must be permanent, regular employees of the applicant firm. Temporary or contract employees or subcontractors may not be used to demonstrate key personnel experience. (Contributes to question II.)

IV. Community Design Experience: Describe your approach to using community design processes to create feasible designs for small-budget public spaces or community gardens. Include specific experience engaging diverse, multi-lingual groups in design activities. (10 pts.)

V. Inspirational Examples: Describe up to two examples of public community gardens that you find inspiring and demonstrate aspects of community involvement and use. (2 pts.)

Seattle Consultant Roster Program

All interested consultants, and especially Women and Minority Owned Enterprises, are also encouraged to enroll in Seattle's City-Wide Consultant Roster Program:

<http://www2.seattle.gov/ConsultantRoster>

Visit the Consultant Roster Program Web site for evaluation criteria, application procedures, and program rules.